

FACILITY SECURITY CERTIFICATION FORM
DOJ SECURITY LEVEL I

AGENCY:
 FACILITY:
 ADDRESS:
 LEASED/OWNED:
 UPGRADE COSTS:
 REVIEW TEAM:
 REVIEW DATE:
 FACILITY POC:
 CERTIFIED Y/N:

I. PERIMETER SECURITY

A.. PARKING

STANDARD	TYPE	STATUS
Control of Facility Parking	Desirable	
Control of Adjacent Parking	Desirable	
Avoid leases where parking cannot be controlled	Desirable	
Leases should provide security control for adjacent parking	Desirable	
Post signs and arrange for towing of unauthorized vehicles	Based on facility evaluation	
ID system and procedures for unauthorized parking (placard, decal, card key, etc.)	Desirable	
Adequate lighting for parking areas	Desirable	

B. CLOSED CIRCUIT TELEVISION (CCTV) MONITORING

STANDARD	TYPE	STATUS
CCTV with time lapse video recording	Desirable	
Post signs advising of 24 hour video surveillance	Desirable	

C. LIGHTING

STANDARD	TYPE	STATUS
Lighting with emergency power backup	MINIMUM	

D. PHYSICAL BARRIERS

STANDARD	TYPE	STATUS
Extend physical perimeter with barriers (concrete and/or steel composition)	Not applicable	
Parking barriers	Not applicable	

II. ENTRY SECURITY

A. RECEIVING AND SHIPPING

STANDARD	TYPE	STATUS
Review receiving/shipping procedures (current)	MINIMUM	
Implement modified procedures	Desirable	

B. ACCESS CONTROL

STANDARD	TYPE	STATUS
Evaluate facility for security guard requirements	Desirable	
Security guard patrol	Desirable	
IDS with CMS capability	Desirable	

Upgrade to current life safety standards (fire detection, fire suppression systems, etc.)	MINIMUM	
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C.. ENTRANCES/EXITS

STANDARD	TYPE	STATUS
X-ray & magnetometer at public entrances	N/A	
Require x-ray screening of all mail/packages	N/A	
Peep holes	Based on facility evaluation	
Intercom	Based on facility evaluation	
Entry control w/CCTV and door strikes	Desirable	
High security locks	MINIMUM	

III. INTERIOR SECURITY

A. EMPLOYEE/VISITOR IDENTIFICATION

STANDARD	TYPE	STATUS
Agency photo ID for all personnel displayed at all times	N/A	
Visitor control/screening system	Desirable	
Visitor identification accountability system	N/A	
Establish ID issuing authority	Based on facility evaluation	

B. UTILITIES

STANDARD	TYPE	STATUS
Prevent unauthorized access to utility areas	Based on facility evaluation	

Provide emergency power to critical systems (alarm, radio communications, computer facilities)	MINIMUM	
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C. OCCUPANT EMERGENCY PLANS

STANDARD	TYPE	STATUS
Examine OEP and contingency procedures based on threat	MINIMUM	
OEPs in place, updated annually, periodic testing exercise	MINIMUM	
Assign & train OEP officials (assignment based on largest tenant in facility)	MINIMUM	
Annual tenant	MINIMUM	

D. DAY CARE

STANDARD	TYPE	STATUS
Evaluate whether to locate daycare facilities in buildings with high threat activities	N/A	
Compare feasibility of locating daycare in facilities outside locations	N/A	

IV. SECURITY PLANNING

A. INTELLIGENCE SHARING

STANDARD	TYPE	STATUS
Establish law enforcement agency/security liaisons	MINIMUM	
Review/establish procedure for intelligence receipt/dissemination	MINIMUM	
Establish uniform security/threat nomenclature	MINIMUM	

B. TRAINING

STANDARD	TYPE	STATUS
Conduct annual security awareness training	MINIMUM	
Establish standardized unarmed guard qualifications/training requirements	MINIMUM	
Established standardized armed guard qualifications/training requirements	MINIMUM	

C. TENANT ASSIGNMENT

STANDARD	TYPE	STATUS
Co-locate agencies with similar security needs	Desirable	
Do not co-locate high/low risk agencies	Desirable	

D. ADMINISTRATIVE PROCEDURES

STANDARD	TYPE	STATUS
Establish flexible work scheduled in high threat/high risk areas to minimize employee vulnerability to criminal activity	Based on facility evaluation	
Arrange for employee parking in/near building after normal work hours	Based on facility evaluation	
Conduct background security checks and/or establish security control procedures for service contract personnel	MINIMUM	

E. CONSTRUCTION/RENOVATION

STANDARD	TYPE	STATUS
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Install mylar film on all exterior windows (shatter protection)	Desirable	
Review current projects for blast standards	MINIMUM	
Review/establish uniform standards for construction	MINIMUM	
Review/establish new design standard for blast resistance	Based on facility evaluation	
Establish street set-back for new construction	Desirable	